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MONTANA LEGISLATIVE COUNCIL

Organization, Overview, and Staff Directory

November 1990

Montana Legislative Council

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MONTANA LEGISLATIVE COUNCIL:
Organization, Overview, and Staff Directory

Introduction and History

Established in 1957, the Montana Legislative Council was originally created as a permanent agency of the legislative branch of state government. The Council was designed to provide information and study selected problems confronting the Legislature in the interim between biennial sessions. Since then the Council's responsibilities for service to the Legislature have expanded into a variety of areas.

Title 5, Chapters 5, 6, and 11, and Title 1, Chapter 11, MCA, provide the statutory authority for the structure and functions of the Council and interim committees. For purposes of discussion, the content of these sections may be divided into four areas: first, the powers and duties of the Council; second, the structure and responsibilities of the Council staff; third, interim committee organization and procedures; and fourth, the operation of the legislative intern program.

The Council

The Legislative Council consists of four members chosen from the House and four members chosen from the Senate. Neither house may appoint more than two members from the same political party. Each new Council must be chosen by the Speaker of the House and the Senate Committee on Committees before the fiftieth day of the first regular session of the biennium, and members serve for the biennium.

The Council Staff

The staff of the Legislative Council acts as an independent, nonpartisan, impartial staff agency for the Legislature, performing those duties and functions assigned by law or as

directed or requested by members and committees of the Legislature. The Council staff also provides information to the public in legislative matters.

The staff is divided into four functional divisions: Legislative Services Division, Research and Reference Services Division, Legal Services Division, and Management and Business Services Division. Three functional sections are activated during a legislative session: the Public Information Office, Bill Distribution Center, and the Print Shop Liaison.

The Legislative Services Division is responsible for clerical preparation of introduced bills and for the engrossing and enrolling of bills. This division uses a computerized word processing system in order to operate with a high degree of effectiveness and accuracy with a relatively small staff of copy editors, data entry operators, and proofreaders. The computerized word processing system is also used in the publication of the Montana Code Annotated. This division is also responsible for the compilation and publication of the following: internal reference list, Rules of the Montana Legislature, code sections affected list, Daily Bill Status, Combined Final Status, Daily and Final Journals of House and Senate, Session Laws, Codes, and Annotations.

The Research and Reference Services Division and the Legal Services Division have many of the same responsibilities. Both divisions perform general and specialized research, reference, and information functions. Staff members from both divisions may staff legislative committees during the session and throughout the interim, draft legislation, prepare legislative and staff reports, assist in the preparation of the Legislative Review, and provide information on the legislative process to the public. During the interim, the Legal Services Division is primarily responsible for publication and updating of the

Montana Code Annotated. The Research Division has primary responsibility for staffing interim committees and providing reference services. The Research and Reference Services Division maintains a reference library containing items of special interest to legislators and legislative staff, including the Office of the Legislative Auditor, the Legislative Fiscal Analyst, and the Environmental Quality Council. The library maintains a liaison with other libraries to help make information available as quickly as possible.

In addition to developing an index of over 3,000 pages to the Montana Code, the indexers in the legal division also provide the subject index for all bills introduced into a legislative session, the Journal Index, Legislative Review Index, Session Law Index, and Legislative Rules Index. The indexers also prepare a list of legislation by sponsor, and a table tracing LC number to bill number conversions. The indexes are updated during and after each legislative session.

The Management and Business Services Division maintains all bookkeeping records for the Council and its staff, and for the House and Senate and their respective staffs; signs all legislative claims and payrolls; requisitions all printing, supplies, and equipment; and provides other services to the House and Senate during a legislative session. These functions are managed through Accounting Services, Secretarial Services and Support Services.

During a legislative session the Public Information Office is in operation in the Capitol rotunda. The PI office works 6 days a week providing legislative information via toll-free telephone lines and to the many Capitol visitors. The office assists in preparation of the Legislative Telephone Directory and prepares daily Committee Hearing Calendars. The office also

distributes the Legislative Rules and daily House and Senate second and third reading agendas, seating charts, and other relevant materials.

The Bill Distribution Center in the Capitol basement distributes bills, amendments, resolutions, indexes, daily status, rules, and journals to legislators, state agencies, lobbyists, other subscribers, and the public. Daily mailings of the proceedings are made to the 56 County Clerk and Recorders and the 12 state libraries.

The Print Shop Liaison staff orders all printing, sets priorities on the printing, and delivers printed proceedings to the House and Senate bill distribution offices.

The illustration on pages 10 and 11 represents the organizational structure of the Legislative Council. Profiles for individual permanent staff members of the Legislative Council begin on page 5.

MANAGEMENT AND BUSINESS SERVICES DIVISION
Room 140, Capitol

Robert B. Person, Executive Director

18 years with the Council

B.A., Botany, University of Montana

Entered the U.S. Army as a Signal Officer following graduation from the University of Montana. Joined the Legislative Council staff in 1972. Appointed Research Director in 1975. Appointed Executive Director in 1987.

Amy Clark, Accounting Supervisor

5½ years with the Council

High School Graduate
Numerous courses dealing with State Budgeting and Accounting System (SBAS)
Accounting coursework through Vocational/Technical school and Carroll College

Other relevant experience: 7 years in related accounting and clerical positions including working as a bookkeeper and receptionist for a private legal firm; secretarial work for the Montana Department of Commerce.

Brad Sanders, Purchasing and Supply Officer

2½ years with the Council

Other relevant experience: is responsible for purchasing and inventory control at the Council; provided similar support to the House and Senate (1989-1990). Previous experience includes 5 years with the Montana Department of Highways, Accounting Bureau

LEGISLATIVE SERVICES DIVISION
Room 119, State Capitol

Henry C. Trenk, Director

9½ years with the Council
Appointed Division Director in 1983

B.A., Mathematics, University of Montana

Other relevant experience: served 3 years in the U.S. Army on active duty as a commissioned officer; worked 4 years as a computer programmer/analyst and software specialist with the Montana Department of Administration.

Marilynn Novak, Operations Bureau Chief

16 years with the Council
8 years with other State of Montana agencies

High school graduate

Other relevant experience: Executive Secretary, Board of Crime Control; Legal Secretary, Montana Department of Highways, Right-of-way Division; Secretary, Indian Affairs

Martin C. Baumann, Proofreader

1½ years with the Council

B.S., Film & Television Production

Other relevant experience: Technical Assistant for the Broadcasting Department of the Journalism School at the University of Southern California for 6 years;

Martin C. Baumann, Proofreader (continued)

Cameraman/VTR Operator for ESPN for 2 years; Video Tape Editor for European Broadcasting Union during the 1984 Los Angeles Olympics; Commercial Producer/Director for KTVH/12/Helena; Announcer for KCAP-KZMT/Helena for 2 years.

Phyllis Cote, Proofreader

16 Years with the Council

High School Graduate

Other relevant experience: Clerk-Typist, Hill AFB, Utah; posted ledgers for Midland Implement Co., Billings; for 2 years, volunteer assistant librarian, Lincoln School; for 7 years volunteer 4-H leader; for 3 years, sold Avon and Amway; 2 years Melaleuca Products Distributor

Ellen Garrity, Secretary

12 years with the Council

B.A., Music Education

Other relevant experience: taught school in Spokane, Washington; South Bend, Indiana; and Helena, Montana; secretary for private engineering firm; secretary for Montana Department of Commerce, Aeronautics Division.

Donna Grace, Secretary

1 month with the Council

Other relevant experience: Secretary to committees of the House of Representatives during sessions held in 1953, 1955, 1963 and 1988. Executive Secretary to the President and Board of Directors of Blue Cross/Blue Shield of Montana for 17 years; Secretary, Office of Public Instruction, 11 years; Secretary, Montana Highway Department, 2.5 years.

Kevin Hayes, Computer User Specialist/Data Entry

6 years with the Council

B.A., History, Montana State University

Dulcy L. Hubbert, Administrative Aide

3 years with the Council

Other relevant experience: 6 months as the secretary/bookkeeper for Falcon Press Publishing company; 2 years as secretary/receptionist for an irrigation project in Terry, Montana.

Andrea Patten, Computer Data Entry

10 Legislative Sessions with the Council

B.A., Geography, University of Montana

Marsha Sager, Receptionist-Information Officer

7 years with the Council

2½ years college

Other relevant experience: 7½ years as Assistant Citizens' Advocate for the Montana Governor's Office

Kathy Thompson, Publications Coordinator and Legislative Information Officer

12 years with the Council

B.A., Accounting, Carroll College (est. 1991)

Other relevant experience: worked for the Legislatiave Information Office during the 1979 Session; worked as employment counselor and as a restaurant manager; sat for the CPA exam in November 1990

Connie Dixon, Computer Program[illegible]alyst

12½ years with the Co[illegible]

B.S., Mathematics, Montana State University

Tom Mulvaney, Systems Analyst

6 years with the Council

B.A., Mathematics

Other relevant experience: manages mainframe computer applications for the Council and the House and Senate;

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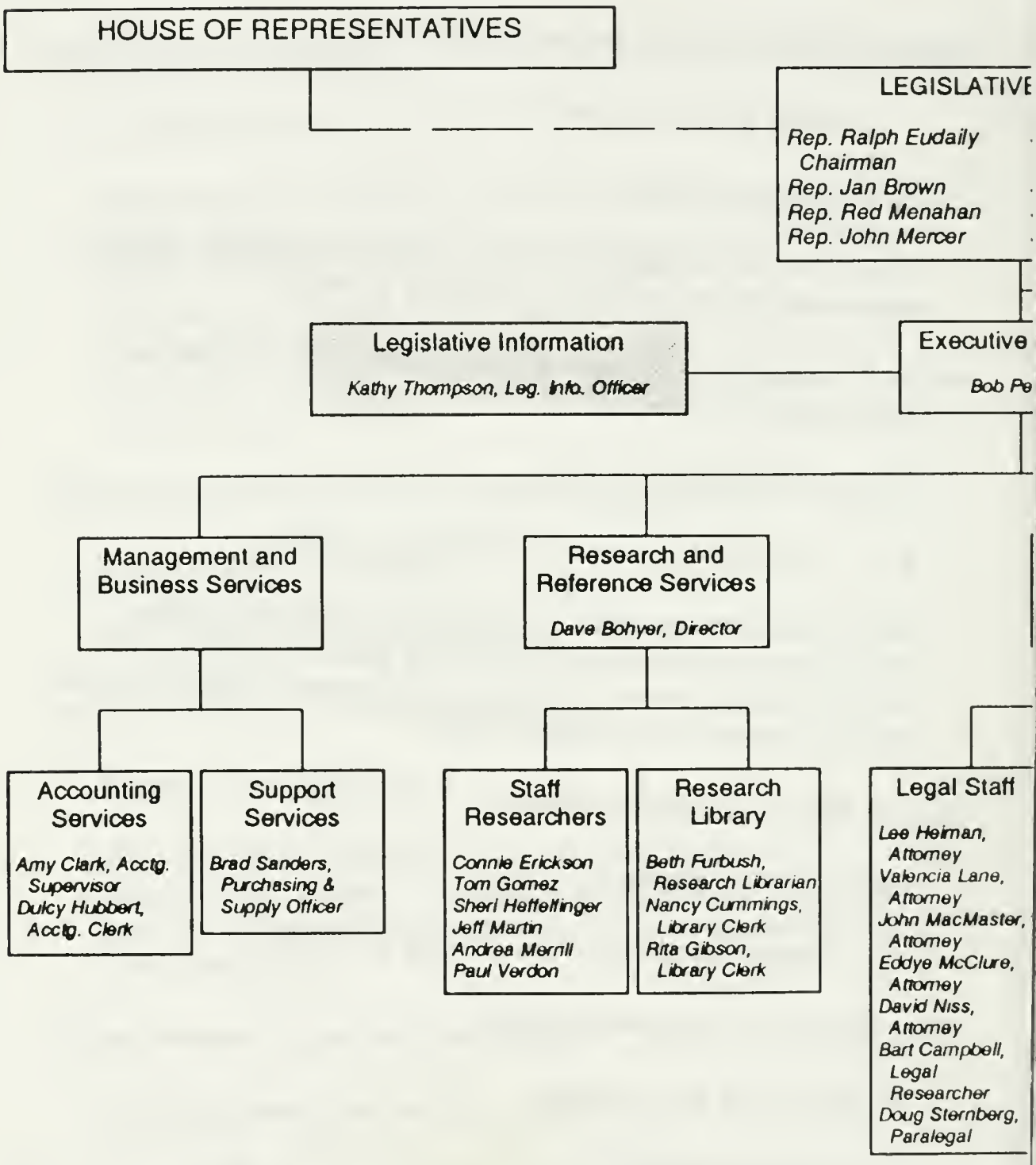

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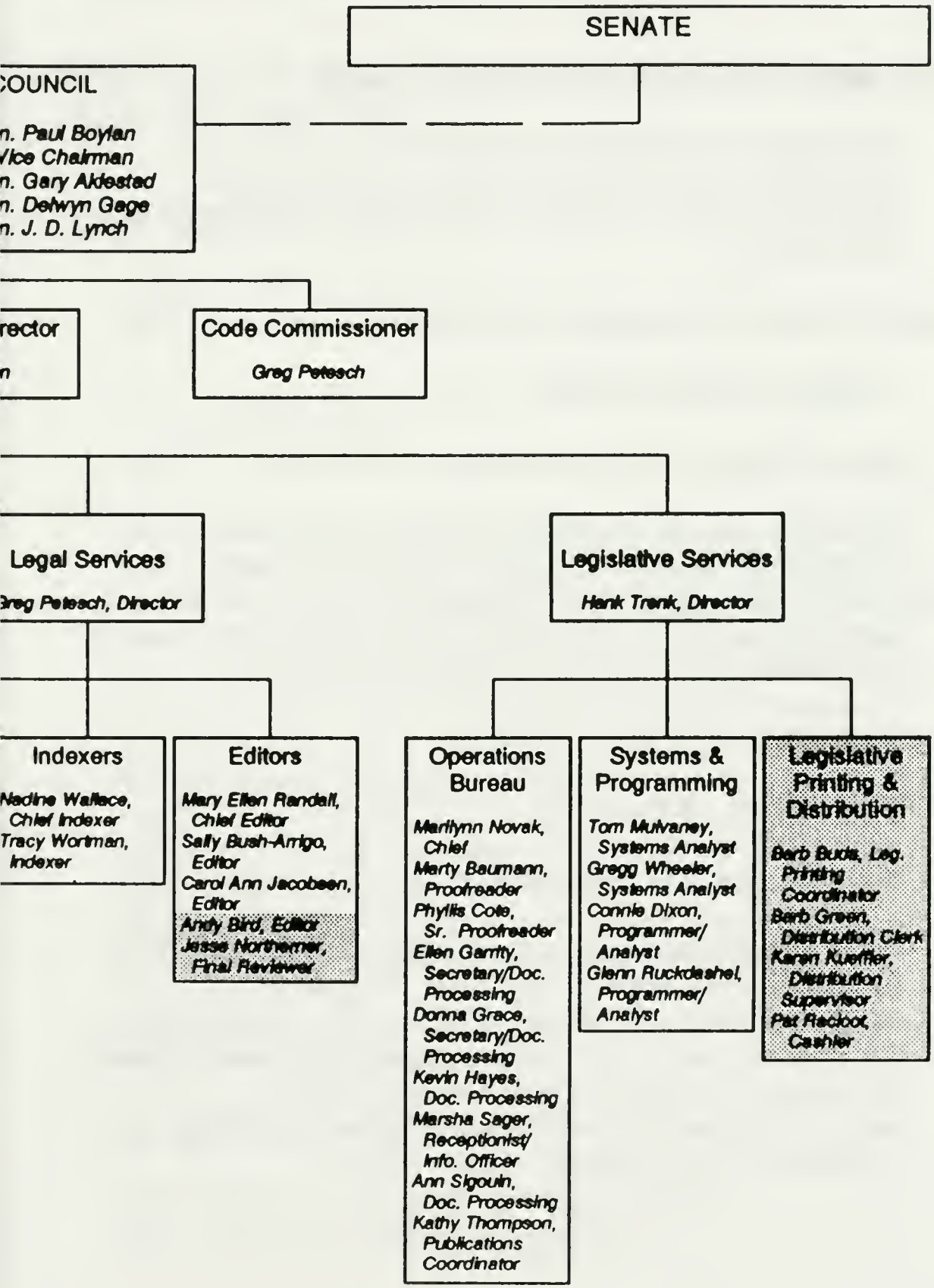

Tom Mulvaney, Systems Analyst (continued)

developed and maintains the Bill Status System and TextDBMS word processing system; serves as the mainframe security officer and as training coordinator for the Council.

Glenn Ruckdashel, Programmer/Analyst

6 months with the Council

B.A., Computer Science; minor in Mathematics

Other relevant experience: assisted in developing, maintaining and managing the Legislative Branch's microcomputer network; also provides hardware and software support to the staffs of the Council, the House of Representatives, the Senate, and the EQC staff.

Gregg R. Wheeler, Systems Analyst

5 years with the Council

B.A., Computer Science/Geology

Other relevant experience: managed local area networks (LANs) for the Legislative Council, EQC, House of Representatives and Senate; developed and maintained personal computer (pc) applications for the same agencies; mainframe computer software specialist and programmer/analyst developing with the State of Montana executive branch agencies (1980-1986)

RESEARCH AND REFERENCE SERVICES DIVISION
Room 140, State Capitol

David D. Bohyer, Director

9 years with the Council
Appointed Research Director in September 1987

B.A., Political Science/Public Administration, Montana State University
Master of Public Administration, Montana State University

Other relevant experience: staffed the following committees: Senate Local Government (1983); House Health and Human Services (1983); House Taxation (1985, 1987, 1989); interim subcommittees on: Fish and Game (1981-82); Business (1981-82); Task Force on Corrections (1982); Agricultural Land Taxation (1983-84); Revenue Oversight Committee (1982-1987); Legislative Improvement Commission (1988-89); Legislative Council (1981-90); Districting and Apportionment Commission (1989-90); served as a planner for Lewistown and Fergus County, Montana, and for the county and communities of the Flathead Valley; served as assistant director of community development in Kalispell, Montana.

Connie Erickson, Staff Researcher

3+ years with the Council

B.A., Elementary Education, Carroll College
M.A., History, University of Montana

Connie Erickson, Staff Researcher (continued)

Other relevant experience: Provided staff services to the following committees: House Agriculture (1989); Senate Local Government (1989); Committee on Indian Affairs (1987-90); Revenue Oversight (1987-88); Accountability and Quality in Education (1989-90); taught 5th and 6th grades for 8 years; worked as Historian/Archivist for Roman Catholic Diocese of Helena for 7 years.

Tom Gomez, Staff Researcher

6 years with the Council

A.B., Political Science, Stanford University
J.D. candidate, University of Washington, School of Law

Other relevant experience: provided staff services to the following committees: House Human Services and Aging (1985-86); House Highways and Transportation (1985); House Agriculture (1986-87); Senate Public Health and Welfare (1989); Senate Labor and Employment Relations (1987-90). Worked as lead staff for interim studies on: economic problems of agriculture (1985-86); welfare reform (1987-88); and adult and juvenile detention (1989-Present). Also worked as a Congressional intern in the U.S. Senate (1975) and the U.S. House of Representatives (1976); Legal intern, Evergreen Legal Services, Seattle, Washington (1978); Associate in Education, Washington State University (1979-80). Born and raised in Billings, MT.

Sheri S. Heffelfinger, Staff Researcher

9 months with the Council

B.A., Political Science and History, University of Southern California
Public administration student intern at the U.S. Department of Defense
Graduate work, Journalism, University of Montana

Other relevant experience: worked during the 1989-90 interim as staffer to the HB 786 Committee on State Employee Compensation; also served 6 years as a military intelligence officer in the U.S. Army Reserve, in both active and reserve capacities; in 1987-88, served 8 months as a strategic and tactical intelligence officer for the U.S. Army South in the Republic of Panama.

Jeff Martin, Staff Researcher

3+ years with the Council

B.A., Economics, Washington State University
Graduate work, Economics, University of Montana

Other relevant experience: Provided staff support to the Senate Taxation Committee (1989-90); research associate with socio-economic and management consulting firm specializing in natural resource development; researcher with the University of Montana, Bureau of Business and Economic Research, Forestry Products Industry

Andrea Merrill, Staff Researcher

12 years with the Council

B.A., Elementary Education
M.A., Education Administration
Partial completion of a Masters of Public Administration

Other relevant experience: 10 years as researcher and committee staff to various standing and interim education committees, with most recent assignments to the 1989 legislative committees that developed the school funding reform package and to the interim committee that tracked implementation of the funding reforms; 5 sessions as staff to the Senate Fish and Game Committee (1981-1989); prior to Council employment, taught various levels of elementary school for 8 years and worked as a free-lance journalist.

Paul Verdon, Staff Researcher

10½ years with the Council

B.A., Journalism, University of Montana

Other relevant experience: 30 years in the newspaper business, including reporting and editing for several newspapers and owning and operating a newspaper.

LEGISLATIVE COUNCIL LIBRARY
Room 102, State Capitol

Beth Furbush, Research Librarian

1½ years with the Council

Beth Furbush, Research Librarian (continued)

B.A., English and Philosophy
Master of Library Science

Other relevant experience: performed library reference and technical work at the Carroll College Library and the Office of Public Instruction Resource Center, both in Helena; professional librarianship duties at the Library of Congress; practiced as a freelance indexer.

Nancy Z. Cummings, Library Clerk

2 years with the Council

Bachelor Candidate (Junior status), Paralegal Studies,
College of Great Falls, MT

Other relevant experience: performed proofreading services for the Council during the 1989 Session; various library tasks for the Council Library since September 1989.

Rita Gibson, Library Clerk

1 month with the Council

B.A., History and Music Education

Other relevant experience: for about 8 years, practiced a variety of library tasks at the Mansfield Library at the University of Montana, the Moody Memorial Library at Baylor University (Waco, TX), the Missoula Public Library, and the Lewis and Clark County Library in Helena.

LEGAL SERVICES DIVISION
Room 117, State Capitol

Gregory J. Petesch, Director and Code Commissioner

11½ years with the Council
Appointed Division Director in September 1985
Appointed Code Commissioner in January 1987

B.A., Political Science, University of Montana
J.D., University of Montana

Other relevant experience: provided staff services to legislative committees on business and industry, highways and transportation, economic development, taxation, and judiciary.

Bart Campbell, Legal Researcher

1½ years with the Council

B.A., Art History, Harvard University
J.D., Gonzaga University

Other relevant experience: 10 years private law practice concentrating in corporate law, contract law, and securities.

Lee B. Heiman, Jr., Staff Attorney

11 years with the Council

B.S., American History, Utah State University, 1968.
J.D., University of Montana, 1975.

Lee B. Heiman, Jr., Staff Attorney (continued)

Other relevant experience: Staff Attorney, State Commission on Local Government, 1976-1977; private practice of law 1977-1980. Provided staff services to House Local Government Committee, House and Senate Education, House Health and Human Services, Senate Highways and Transportation, and House Taxation.

Valencia Lane, Staff Attorney

6 years with the Council

B.A., Social Ecology, University of California, Irvine
J.D., University of Oklahoma

Other relevant experience: 3 years as staff attorney with Montana Department of Administration, including counsel for the Board of Examiners, Public Employees' Retirement Board, and the Teachers' Retirement Board; 2½ years as Chief Counsel for Montana Insurance Department; researcher for Senate Judiciary Committee and Senate Majority Leader, 1979 legislative session.

John A. MacMaster, Staff Attorney

9 years at the Council

B.A., Philosophy, University of Minnesota
Minors in Political Science and History of Europe
J.D., University of Minnesota

Other relevant experience: Provided staff services to the following committees: Senate Labor and House Agriculture (1983, 1985); House Judiciary (1987, 1989, 1991); 1980

John A. MacMaster, Staff Attorney (continued)

and 1990 Reapportionment Commissions; Administrative Code Committee (1986-90); various interim study committees. Also worked as a legal editor at West Publishing Co., St. Paul, MN, and as senior legal editor at Equity Publishing Co., in New Hampshire.

Eddye McClure, Staff Attorney

4½ years with the Council

B.S., Political Science & Physical Education
B.A., Broadcast Journalism
M.S., Kinesiology
J.D., Certificate in Environmental & Nat'l Resources Law

Other relevant experience: Women's Basketball Coach & Instructor at University of Montana; Women's Intercollegiate Coach & Coordinator of Physical Education Department at Creighton University (Omaha); Mill Worker at Champion International in Bonner, Montana; Legal Intern for Montana Attorney General's office (Summer 1985).

David S. Niss, Staff Attorney

3 years with the Council (early 1980s)

B.A., Political Science
J.D.

Other relevant experience: provided staff legal services to two other states' legislatures; Assistant Attorney General for the State of North Dakota; Special Assistant Attorney General for the State of Montana

Doug Sternberg, Staff Paralegal

13½ years with the Council

Other relevant experience: began Council employment in the Legislative Services Division as a proofreader in 1974; worked intermittent sessions and on recodification; began full-time work in November 1978; edited 1972 Constitutional Convention transcripts; served as a Senior Editor from 1981 through 1985; moved to Legal Services Division as Staff Paralegal in January 1986; provided staff services for the following committees: House Fish & Game (1989); Senate Agriculture, Livestock & Irrigation (1989); Coal Severance Tax Oversight Subcommittee (1987-90); also worked as a newspaper journalist and adman; worked for 5 years in the medical field as a respiratory therapist and operating room technician; performed for 23 years as a professional entertainer.

Nadine E. Wallace, Chief Indexer

15 years with the Council

Tracy Wortman, Indexer

6 months with the Council

B.A., English (Psychology minor)

Other relevant experience: taught high school English and Journalism for 1 year; coached speech and drama for 2 years; worked as a secretary for a construction business for 2 years; worked 6 months as a paralegal; also worked as a broker's assistant and as a radio sales representative.

Sally Bush-Arrigo, Editor

4 years with the Council

B.S., Elementary Education, University of Nebraska
English Minor

Other relevant experience: worked as a Proofreader for the Council during the 1985 and 1987 Sessions and as an Editor for the Council since 1988

Carol Ann Jacobsen, Senior Editor

10 years with the Council

B.A., Sociology
B.A., Elementary Education

Other relevant experience: 10 years as an elementary school teacher

Mary Ellen Randall, Chief Editor

12 years with the Council

B.A., Theology
M.A., Religious Education

Other relevant experience: 6 years as a teacher of adult religious education, 1 year as construction inspector

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